

**CITY OF NEWTON
PURCHASING DEPARTMENT**

***CONTRACT FOR
THE CITY CLERK'S DEPARTMENT***

**REQUEST FOR PROPOSAL:
PROJECT ARCHIVIST
TO UNDERTAKE INVENTORY OF MUNICIPAL RECORDS
AND ASSESSMENT OF STORAGE CONDITIONS
*RFP #11-60***

Proposal Submittal Opening Date: March 4, 2011 at 10:30 a.m.

FEBRUARY 2011

Setti D. Warren, Mayor

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

purchasing@newtonma.gov

Fax (617) 796-1227

March 1, 2011

ADDENDUM #1

REQUEST FOR PROPOSAL #11-60

PROJECT ARCHIVIST

THIS ADDENDUM IS TO: **Answer the following Questions from the Pre-Bid Meeting:**

Q1. Are the completed inventories from the Archives, Library and Museum available in Excel?

A1. The completed inventories to be incorporated into the work included in the RFP can be provided to the successful bidder in Excel, Access, or a delimited text file.

Q2. How should we estimate the number of days to complete the work?
Should we state a "not to exceed" number of days?

A2. We do not know the exact number of days that it will take to complete this project as the project is being undertaken to discover the extent of the material in City Departments. Proposals should be based on an experienced best guess, not to exceed, number of days.

All other terms and conditions of this bid remain unchanged.

PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM.

Thank you.



Rositha Durham
Chief Procurement Officer

PURCHASING DEPARTMENT

February 17, 2011

REQUEST FOR PROPOSAL No. 11-60

PROJECT ARCHIVIST

I. DECISION TO USE COMPETITIVE SEALED PROPOSALS

The *Chief Procurement Officer* has determined that in order to select the most advantageous proposal for An Archivist to undertake an inventory of municipal records and storage conditions for the City of Newton's City Clerk's Department, comparative judgments of technical factors, in addition to price, will be necessary. The City believes that the individual serving in this capacity must have a broad range of archival practices, archival storage conditions, and knowledge of Massachusetts Records Retention Schedules.

The proposal with the lowest cost may not necessarily be the most advantageous proposal with respect to the above qualities.

II. INTRODUCTION

The City of Newton, City Clerk's Department, is seeking a qualified individual to undertake an inventory of municipal records and their storage conditions in each of the City's 23 departments. The inventory will include the name of the record series, the number of volumes and/or linear feet of records, the physical location within the department. The inventory will also include a description and rating of the condition of the records, the condition of the storage location, the Massachusetts records retention schedule number and the years to be kept, and a digital photograph of the records in storage. The archivist will determine an overall level of concern rating for the record series to be calculated from the above information. The information gathered in this inventory will provide the basis for determining where to focus future archival funding and a future strategic planning initiative.

III. INSTRUCTIONS TO PROPOSERS

- A. **GOVERNING LAW and DEADLINE FOR SUBMISSION:** All proposals must be submitted in accordance with Massachusetts General Laws Chapter 30B, Section 6, to the *Chief Procurement Officer* in the Purchasing Department, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459, **NO LATER THAN 10:30 a.m., March 4, 2011**. Proposals must be submitted in two separate sealed envelopes, along with your name on the front of the envelope: one marked "Technical Proposal"; the other marked "Price Proposal". **Price Proposals shall NOT be submitted with Technical Proposals. Any Technical Proposal containing any part of a Price Proposal may be deemed non-responsive.**

THREE (3) hard copies of the TECHNICAL and ONE (1) PRICE PROPOSAL must be submitted in SEPARATE SEALED ENVELOPES. Envelopes shall be marked:

"TECHNICAL PROPOSAL - RFP #11-60 Project Archivist"

AND

"PRICE PROPOSAL - RFP #11-60 Project Archivist"

AND sent with your name and the **RFP #11-60**, on all envelopes. Proposals must be addressed to:

Rositha Durham, *Chief Procurement Officer*
Purchasing Department
City of Newton
1000 Commonwealth Avenue
Newton, MA 02459

Technical Proposal must be submitted in the following order and ensure that all pages have footers with the page number clearly displayed:

1. Table of Contents (please display the page of each section)
2. Cover / Transmittal Sheet
3. MINIMUM CRITERIA

References

Degree

Resume

4. COMPARATIVE CRITERIA

Provide a statement of which ranking you meet and provide proof. If the proof can be found in any of the documents provided for the MINIMUM CRITERIA, please state what page and what document this information can be found on.

Proposals must have information submitted in the same order as the criteria listed in this RFP and pages shall be numbered in the footer of each page. Proposals must have a Table of Contents listing the page number for each document related criteria listed.

Faxed proposals will not be accepted. Proposals received after the deadline will not be considered.

- B. QUESTIONS/ADDENDUMS: Inquiries involving procedural or technical matters should be directed in writing, and emailed or faxed no later than 72 hours prior to proposal submission to:

purchasing@newtonma.gov or facsimile (617) 796-1227

Rositha Durham, *Chief Procurement Officer*

Purchasing Department

City of Newton

1000 Commonwealth Avenue

Newton, MA 02459

ADDENDUM: Each proposer is required to acknowledge any/all Addenda. Proposers shall place their acknowledgment as the first line of their Transmittal/*Cover Page* which shall be placed as the first page of the "Technical Proposal" as well as in the designated line of the "Price Proposal".

Addenda will be posted online www.ci.newton.ma.us/bids and emailed to every individual or firm on record as having received a set of Contract Documents. If you have downloaded the Request for Proposal from the Internet, you must make your yourself or your company known to the City of Newton, Purchasing Dept. by emailing (purchasing@newtonma.gov) or faxing (617) 796-1227, you or your company's: name, address, phone and fax number and include the RFP NUMBER (#11-60) and project title. It is the contractor's sole responsibility to ensure that they have received all addenda's prior to the RFP submittal date. Copies of addenda will be made available at the Purchasing Department and on the City's website: www.ci.newton.ma.us/bids.

If you have downloaded the RFP please be sure to email us (purchasing@newtonma.gov), with your Name, Address, Phone and Fax number, email address and what RFP number and project title you have downloaded.

- C. EXAMINATION OF DOCUMENTS: Each proposer shall be satisfied, by personal examination of the location, the contemplated services and by any other means, as to the requirements of the contemplated services to enable the intelligent preparation of this proposal. The proposer shall be familiar with all RFP Documents before submitting the proposals in order that no misunderstanding shall exist in regard to the nature and character of the contemplated services to be performed. No allowance will be made for any claim that the proposal is based on incomplete information as to the nature and character of the area or contemplated service.
- D. The City of Newton reserves the right to waive any informalities in all RFP's, or to reject any or all RFP's in whole or in part, if it be in the public interest to do so.

E. TIMELINE:

RFP Released	:	February 17, 2011 at 10:00 a.m.
Pre-Proposal Meeting	:	February 24, 2011 at 10:30 a.m.
Questions submitted	:	February 25, 2011 at 9:30 a.m.
Addenda w/Answers	:	February 28, 2011 at 9:30 a.m.
Proposal Submittal	:	March 4, 2011 at 10:30 a.m.

III. EVALUATION OF PROPOSALS

All proposals will be reviewed by an Evaluation Committee in accordance with M.G.L. Chapter 30B. Final selection will be based upon an evaluation and analysis of the information and materials required under the RFP, including information obtained by direct contact with references.

Based on a review of the written proposals, certain respondents may be asked to participate in an on-site interview and presentation. Respondents should, therefore, be prepared to travel to Newton for this interview during the week of March 7, 2011. The project manager and other personnel who will be working on the project on a day-to-day basis should be present at the interview. Interview participants will be expected to demonstrate examples of their work and answer questions from the Evaluation Committee. The City will not assume any travel costs related to these interviews.

Proposals that meet the Quality Requirements described in Section D will be reviewed for responsiveness to the Comparative Evaluation Criteria below. Each member of the Evaluation Committee will assign a rating of *Highly Advantageous*, *Advantageous*, *Not Advantageous* or *Unacceptable*, to each comparative evaluation criterion. Based on these evaluation criteria ratings, a composite rating by each evaluator will be determined for each proposal.

After the evaluations and interviews are complete, the price proposals will be opened. The price proposals will be evaluated and ranked based on total price. The contract will not necessarily be awarded to the proposal that receives the highest ranking with respect to the price proposal. The City will award the contract to only one responsive and responsible vendor submitting the most advantageous proposal taking into consideration the proposals' quality requirements, evaluation criteria and composite ratings, interviews, references and prices. Before awarding the contract, the City may request additional information from the vendor. The City reserves the right to reject any and all proposals if it determines that the criteria set forth have not been met.

All proposals shall remain firm for sixty (60) calendar days after the proposal opening.

THIS SPACE INTENTIONALLY LEFT BLANK

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

(Signature of individual)

Name of Business

Request for Proposal No. 11-60

Scope of Work

The City of Newton invites prospective respondents to submit proposals to create a series level inventory of archival material held in each of the City's 23 Departments. Archival material held by the City dates from approximately 1680 to the present. The inventory created by the proposer will be provided in both a hard copy report and in either an Excel spreadsheet or an Access database. The report and database will include for each record series: a series level title, a series level description, the dates of material included in the series, the physical location of the material, the number of volumes/boxes/linear feet of material, the physical condition of the material, the storage conditions, its historic importance, its length of retention as listed in the Massachusetts State Archives Records Retention Schedule, and a digital photograph. The inventory must be completed within four months of a mutually agreed upon start date.

1) Inventory Objectives

The City of Newton seeks to better understand the scope, content, condition, location, and importance of the archival material in its possession. The creation of a digital inventory described in this Request for Proposals will be the first step towards a subsequent project of creating a strategic plan for managing, preserving, and providing access to the archival material in its possession. This Request for Proposals is for an inventory only. The inventory should meet the following overarching goals:

- a) Identify and describe the archival records held by each department at a series level including title, description, inclusive dates of each series, and number of volumes/boxes/linear feet of material.
- b) Describe the physical location of each record series and provide a description and rating of the storage conditions.
- c) Describe, and rate, the physical condition of the records series.
- d) Identify the number of years that the material must be kept based on the Municipal Records Retention Schedule of the Massachusetts State Archives.
- e) Describe and rate the historical importance of the archival material as it relates to the history of the City of Newton.
- f) Develop an overall rating system based on the ratings identified in goals a) through e) above that will provide the City with a guide to address the needs of the archives in a comprehensive way.

2) Inventory Audience

The completed inventory will be used by the City Clerk, City History Museum, City Library, and Community Preservation Committee to provide guidance in the short term allocation of limited resources and funds. The inventory will also provide the foundation for the creation of a long-range strategic plan which will be undertaken at a later date.

3) Departments to be Included

Executive, Comptroller, Purchasing, Assessing, Treasurer/Collector, City Solicitor, Human Resources, Management Information Systems, Elections, Licensing, Planning & Development, Inspectional Services, Sealer Weights and Measure, Public Works, Veterans' Services, Storm Water Management, Sewer, and Water – located in Newton City Hall

Health & Human Services – located at 1294 Centre Street

Parks & Recreation Department – located at 70 Crescent Street

Public Buildings- located at 52 Elliot Street

Senior Services – located at 345 Walnut Street

Police Department and Civil Defense – located at 1321 Washington Street

Fire Department – located at 1164 Centre Street

School Department – located at 100 Walnut Street

The City Clerk/Board of Aldermen, Newton Public Library, and Newton History Museum have the most extensive archives in the City and will also be included in this project. However, each of these three archives has a basic series level inventory already completed. The proposer will incorporate these completed inventories into their work and findings, and add any missing information and ratings as described in the objectives above.

4) Deliverables

The information gathered through the inventory will be presented to the City Clerk in both a written report, and an Excel spreadsheet or an Access database.

5) Non-Liability for Benefits

The successful proposer will be an "independent contractor" and nothing in this Request for Proposals is intended nor shall be construed to create an employer/employee relationship, or a joint venture relationship. The services to be provided by the

proposer shall be provided in a manner consistent with the standards governing such services. The proposer understands and agrees that:

(i) the City shall not be responsible for withholding any sums on behalf of Proposer for income tax, unemployment insurance, social security, or any other withholding pursuant to any law or requirement of any governmental body relating to Consultant; and

(ii) the City shall not be responsible for the provision of benefits in connection with the services to be performed pursuant to this Agreement, including, but not limited to, health insurance, unemployment benefits and/or workers compensation benefits.

6) Hold Harmless

The Proposer acknowledges and agrees that it will act as an independent contractor in the performance of services pursuant to proposal. Accordingly, the Proposer shall hold harmless the City and/or its boards, committees, departments, officers, employees, servants and agents from and against all actions, causes of action, claims, demands, damages, costs, and expenses, including attorneys' fees arising out of any claim the Proposer may have against the City and/or its boards, committees, departments, officers, employees, servants and agents arising out of the performance of this proposed work.

Minimum Criteria

Any proposer submitting a proposal must satisfy the following minimum criteria. **Proposals which do not demonstrate compliance with the minimum criteria will not be further considered.**

1. Proposer shall have a minimum of three years of experience working with and describing archival material.
2. Proposer shall have at a minimum a BA in library science, information science, records management, archives management or related field.
3. Proposer shall have experience working with and describing municipal records.

(A resume should be provided identifying how the above three criteria are met.)

Comparative Evaluation Criteria

Proposer must submit a **resume** that demonstrates experience in the following categories, including references. Proposals will be evaluated based on the following criteria:

1. Previous relevant experience working with and describing archival material.

Highly advantageous: More than 5 years demonstrated experience working with and describing archival material.

Advantageous: 3 to 5 years demonstrated experience working with and describing archival material.

Not Advantageous: less than 3 years demonstrated experience working with and describing archival material.

Unacceptable: Proposer did not meet any of the criteria

2. Educational degrees in in Library Science, records management.

Highly advantageous: A master's degree in library science, information science, records management, or archives management.

Advantageous: A bachelor's degree in library science, information science, records management, or archives management.

Not Advantageous: A bachelor's degree in a field related to Library Science or records management.

Unacceptable: Proposer did not meet any of the criteria

3. Previous demonstrated experience working with and describing municipal records

Highly advantageous:	More than 5 years demonstrated experience working with and describing municipal material.
Advantageous:	3 to 5 years demonstrated experience working with and describing municipal material.
Not Advantageous:	less than 3 years demonstrated experience working with and describing municipal material.
Unacceptable:	Proposer did not meet any of the criteria

4. References (3)

Proposer must provide at least 3 positive references that can attest to their abilities, skills, and accomplishments.

Highly advantageous:	All three references stated that proposer had the knowledge necessary to complete the task, worked independently, met deadlines, had a positive attitude, and was able to communicate effectively.
Advantageous:	Two references stated that proposer had the knowledge necessary to complete the task, worked independently, met deadlines, had a positive attitude, and was able to communicate effectively.
Not Advantageous:	Only one reference stated that proposer had the knowledge necessary to complete the task, worked independently, met deadlines, had a positive attitude, and was able to communicate effectively.
Unacceptable:	None of the references stated that proposer had the knowledge necessary to complete the task, worked independently, met deadlines, had a positive attitude, and was able to communicate effectively.

One member of the evaluation committee will check three (3) references. The member will ask the same questions of each reference. The person who checks the references will prepare a report for the remaining evaluation committee members.

Price Proposal

Proposers shall use “**ATTACHMENT A**” to this RFP #11-60 in submitting this price proposal. Please remember to submit your price proposal in a **separately sealed marked envelope**. Any Technical proposal with prices may be deemed unresponsive.

Contract Term:

Work under this RFP is expected to begin **within five days of contract execution and shall extend for four months, with the option, at the City’s sole discretion to extend for two (2) additional one (1) month terms with no change to the contract price and terms and conditions.** The exercise of each option to renew shall be subject to appropriation and /or continuation of funding. If for any fiscal year or any part thereof during the term of this Agreement, funds for the discharge of the City’s obligations under this Agreement are not appropriated and authorized, or funds so appropriated and authorized are reduced or withdrawn, then this Agreement shall terminate. A termination due to non-appropriation or withdrawal of funds shall be effective as of the last day of the fiscal year in which such non-appropriation or decision to withdraw funding occurred, or as of the date when such appropriated and authorized funds are exhausted or withdrawn, whichever is later, without liability to the City for damages, penalties or other charges on account of such termination. In the event of a termination due to non-appropriation or withdrawal of funds, services will be paid for up to the effective date of termination.

Rule for Award:

The City will select the responsive and responsible vendor submitting the most advantageous proposal, taking into consideration the vendor’s experience, staff capacity, references and plan of services as well as the proposal price.

END OF SECTION

ATTACHMENT A
PROJECT ARCHIVIST
PRICE PROPOSAL

This form must be completed and placed in a **separate** sealed envelope marked
“RFP #11-60 PROJECT ARCHIVIST – PRICE PROPOSAL”

This proposal includes addenda number(s) _____, _____, _____, _____,

Name of Firm or Individual Submitting Proposal: _____

Address: _____

Telephone: _____

Fax: _____

Signature of Proposer _____

Name of Proposer: _____

Address: _____

Date: _____

Price: \$ _____

ATTACHMENT B
PROJECT ARCHIVIST
TECHNICAL PROPOSAL

This form and accompanying materials must be completed and placed in a **separate** sealed envelope marked
“RFP #11-60 – PROJECT ARCHIVIST – TECHNICAL PROPOSAL”

This proposal includes addenda number(s) _____, _____, _____, _____,

Name of Firm or Individual Submitting Proposal: _____

Address: _____

Telephone: _____

Fax: _____

Signature of Proposer: _____

Name of Proposer: _____

Address: _____

Date: _____

CONTRACT FORMS

The awarded bidder will be required to complete and submit the following documents in order to execute a contract pursuant to this bid.

The forms are provided for informational purposes only.

None of the following forms are required at the time of bid submittal.

CITY – CONTRACTOR AGREEMENT

CONTRACT NO. C-

This Agreement is entered into by and between

(hereinafter the "Contractor") and the City of Newton, a municipal corporation acting by and through its *Chief Procurement Officer* but without personal liability to him (hereinafter the "City"); collectively, the "parties".

WHEREAS, the City needs the services of a Project Archivist and

WHEREAS, the Contractor has submitted a responsive proposal for such services;

NOW THEREFORE, the parties agree as follows:

1. Incorporation of Attached Documents

The following documents, copies of which are attached hereto, are hereby incorporated as part of this Agreement:

-- City of Newton's Request for Proposals No.11-60 Project Archivist, dated _____, issued by Rositha Durham, *Chief Procurement Officer* (hereinafter "Request for Proposals");

--Technical and Price Proposal of _____ and dated _____, respectively and signed by _____ (hereinafter, "Contractor's Proposal");

2. Scope of Work

The Contractor shall perform all services and tasks in the City of Newton's Request for Proposals No. 11-60 and the Contractor's response thereto. The following documents, copies of which are attached hereto, are hereby incorporated as part of this Agreement:

3. Term of Agreement

The term of this Agreement **shall extend from the day of contract execution for four months, with the option, at the City's sole discretion to extend for two (2) additional one (1) month terms with no change to the contract price and terms and conditions.** This contract shall not exceed \$_____.

Proposer shall submit invoices after the completion of a task directly to the City Clerk. The invoice shall include a description of services performed in such form and detail and with such supporting data as the City of Newton may request.

4. Indemnification

The Contractor acknowledges and agrees that he is responsible as an INDEPENDENT CONTRACTOR for all services provided under this Agreement and for all the acts of his/her employees and agents hereunder and agrees that s/he will indemnify and hold harmless the City and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from, the performance of the services to be performed under this Agreement.

5. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

6. Non-assignability

This Agreement and the duties of the Contractor to be performed hereunder or any payments due or accrued to the Contractor shall not be assigned or subcontracted.

7. Entire Agreement

This Agreement represents the entire understanding between the Contractor and the City. No change of any of the within terms and conditions can be made, except by written amendment(s) hereto and signed by both parties. This Agreement and any such amendments shall become binding on the City upon the execution thereof by the Mayor of Newton.

IN WITNESS WHEREOF, the parties have set their hands and seals to this and four like originals.

CONTRACTOR

By _____
Title _____

Date _____

Affix Corporate Seal Here

City funds in the amount of \$ _____
are available in account number
21B10104-5301

I further certify that the Mayor, or his designee,
is authorized to execute contracts and
approve change orders.

By _____
Comptroller of Accounts

Date _____

CITY OF NEWTON

By _____
Chief Procurement Officer

Date _____

By _____
City Clerk

Date _____

Approved as to Legal Form and Character

By _____
Associate City Solicitor

Date _____

CONTRACTS & BONDS APPROVED

By _____
Mayor or his designee

Date _____

CERTIFICATE OF AUTHORITY - CORPORATE

1. I hereby certify that I am the Clerk/Secretary of _____
(insert full name of Corporation)
2. corporation, and that _____
(insert the name of officer who signed the **contract and bonds.**)
3. is the duly elected _____
(insert the title of the officer in line 2)
4. of said corporation, and that on _____
(insert a date that is ***ON OR BEFORE*** the date the officer signed the **contract and bonds.**)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(insert **name** from line 2) (insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ *AFFIX CORPORATE
(Signature of Clerk or Secretary)* SEAL HERE*
7. Name: _____
(Please print or type name in line 6)*
8. Date: _____
(insert a date that is ***ON OR AFTER*** the date the officer signed the **contract and bonds.**)

* The name and signature inserted in lines 6 & 7 must be that of the Clerk or Secretary of the corporation.

ATTESTATION

Pursuant to MG c. 62C, § 49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersign's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*

**Signature of Individual
or Corporate Contractor (Mandatory)

*** Contractor's Social Security Number
(Voluntary) or Federal Identification Number

By: _____
Corporate Officer
(Mandatory, if applicable)

Date: _____

* The provision in the Attestation relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

*** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of GL c. 62C, § 49A.